

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2595

Page 1 of 2

Agency

SUBSEQUENT INJURY FUND

Division/Unit

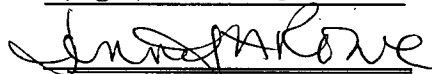
FISCAL

Item No.	Description	Retention
1.	<p>FISCAL RECORDS</p> <p>A. Accounts Receivable Records Daily Control Sheets Assessment AR Entry Logs Non-cash Adjustment Batch Logs Monthly Reports</p> <p>B. Claimant Payment Records and Agency Expenses Claim Payments: Awards (SIF Liability Explanation) Payments Documentation Pertinent Correspondence</p> <p>Agency Expenses: All Invoice Payments and Attorney Reimbursements Documentation Transmittal Sheets to Comptroller</p> <p>C. Budget & Fiscal Planning Budget Workpapers and Reports Report of Fixed Assets Materials and Supplies Physical Inventory</p> <p>D. Payroll Accounting Records Employee Accrued Leave Balance Check Registers and Payroll Reports Employee Time Sheets</p> <p>E. General (Miscellaneous) Accounting Records Certificate of Deposit and Bank Deposit Receipts Cancelled Checks and Check Stubs Periodic Financial Reports to State Agencies Monthly Statement of Fund Balance Reports Legislative Audit Reports</p>	<p>Retain electronically on CDs for ten (10) years, then destroy.</p> <p>Retain for three (3) years and audit completion, then destroy.</p> <p>Retain for three (3) years and audit completion, then destroy.</p> <p>Retain for three (3) years and audit completion, then destroy.</p> <p>Retain for three (3) years and audit completion, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 1-27-2012

Signature



Typed Name Jennifer Rowe

Title

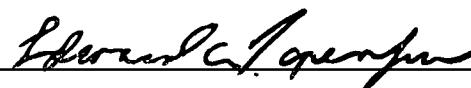
fiscal Administrator

Schedule Authorized by State Archivist

Date

3/29/2012

Signature



**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2595

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Agency

SUBSEQUENT INJURY FUND

Division/Unit

FISCAL

**Item
No.**

Description

Retention

2.

PROCUREMENT RECORDS

A. Procurement Records

Request for Proposals
Agency Requisitions
Purchase Orders
Corporate Purchasing Card Logs and Statements
Notice of Award of Contracts
Pertinent Workpapers

Retain three (3) years and
audit completion, then
destroy.

B. Contracts Awarded

Request for Proposal Submissions
Submission Rankings & Decision Workpapers
Pertinent Correspondence
Original Contracts

Retain for the life of the
contract and until all
Audit Requirements have
been fulfilled, then destroy.

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY SUBSEQUENT INJURY FUND		2. DIVISION FISCAL		3. UNIT ACCTS RECEIVABLE	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE ACCOUNTS RECEIVABLE RECORDS				5. EARLIEST YEAR / LATEST YEAR 2008 TO PRESENT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). <div style="text-align: center;"> DAILY CONTROL SHEETS MONTHLY REPORTS </div>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <div style="text-align: center;"> <u>1</u> Number </div>	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <div style="text-align: center;"> <u>.25</u> Number </div>	
11. FILE IS USED Daily <input checked="" type="checkbox"/> Weekly Monthly Annually		12. FILE BECOMES INACTIVE AFTER <div style="text-align: center;"> <u>1</u> Number </div> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) SIF OFFICE ROOM 208		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes No COMPUTER			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION 3 YEARS THRU AUDIT COMPLETION			
19. NAME AND TITLE OF PREPARER JENNIFER ROWE FISCAL ADMIN		20. TELEPHONE NUMBER 410-321-2007		21. DATE 11-08-11	

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u> 1 </u> of <u> </u>	
1 DEPARTMENT/AGENCY SUBSEQUENT INJURY FUND		2 DIVISION FISCAL		3 UNIT ACCTS RECEIVABLE	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE ACCOUNTS RECEIVABLE RECORDS				5 EARLIEST YEAR/LATEST YEAR <u> 2004 </u> TO <u> Present </u>	
6 INPUT - Identify source of information to be entered SCANNED PAPER HARD COPIES			7 OUTPUT - Identify the use/s of information generated by system CDS IN PDF FORMAT		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. CONTROL SHEETS- AR ENTRY & AR NON-CASH ADJUSTMENT WORKSHEETS DAILY CASH RECEIPTS COPIES					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. FISCAL EMPLOYEE ACCESS FOR REFERENCE LEGISLATIVE AUDIT PURPOSES					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM AR RECORDS ARE SCANNED TO CD WHEN FILE CABINET DRAWERS ARE FULL OR ONCE PER YEAR WHICH EVER COMES FIRST.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. RECORDS ARE SCANNED TO CDS IN A PFD FORMAT ORGANIZED BY DATE					
12 RECOMMENDED RETENTION RETAINED 3 YEARS THRU AUDIT COMPLETION AND HELD INDEFINATELY FOR REFERENCE					
13 TYPED OR PRINTED NAME OF PREPARER JENNIFER ROWE		14 TELEPHONE NUMBER 410-321-2007		15 DATE 12-08-2011	
16 TITLE OF PREPARER FISCAL ADMINISTRATOR					

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY SUBSEQUENT INJURY FUND		2. DIVISION FISCAL		3. UNIT ACCOUNTS PAYABLE	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE AGENCY EXPENSES AND CLAIMANT PAYMENT RECORDS				5. EARLIEST YEAR / LATEST YEAR VARIOUS TO PRESENT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). CLAIM PAYMENT: ORIGINAL AWARD STATING SIF LIABILITY; DOCUMENTATION OF PAYMENTS MADE AND ALL RELATED CORRESPONDENCE (used for reference only) AGENCY EXPENSES: ALL INVOICE PAYMENTS AND ATTORNEY REIMBURSEMENTS DOCUMENTATION; TRANSMITTAL SHEETS TO COMPTROLLER					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <div style="text-align: center;"> 8 <hr style="width: 50px; margin: 0 auto;"/> Number </div>	
11. FILE IS USED <input checked="" type="checkbox"/> Daily Weekly Monthly Annually		12. FILE BECOMES INACTIVE AFTER <div style="text-align: center;"> 1 year from completion <hr style="width: 100px; margin: 0 auto;"/> Number </div>			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) SIF OFFICE, ROOM 208		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes No COMPUTER			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION RETAIN IN OFFICE FOR 3 YEARS AFTER COMPLETION OF PAYMENTS AND AUDIT REQUIREMENTS			
19. NAME AND TITLE OF PREPARER Terry O'Donnell Fiscal Services		20. TELEPHONE NUMBER 410-321-2007		21. DATE 11-8-11	

INSTRUCTIONS –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY SUBSEQUENT INJURY FUND		2. DIVISION FISCAL		3. UNIT	
DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE BUDGET & FISCAL PLANNING				5. EARLIEST YEAR / LATEST YEAR 2005 TO PRESENT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). BUDGET WORKPAPERS AND REPORTS REPORT OF FIXED ASSETS MATERIALS AND SUPPLIES PHYSICAL INVENTORY					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <div style="text-align: center;"> <u>1</u> Number </div>	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <div style="text-align: center;"> <u>.25</u> Number </div>	
11. FILE IS USED Daily Weekly <input checked="" type="checkbox"/> Monthly Annually		12. FILE BECOMES INACTIVE AFTER <div style="text-align: center;"> <u>1</u> Number </div> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) SIF OFFICE ROOM 208		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes No COMPUTER			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION * 3 YEARS THRU AUDIT COMPLETION			
19. NAME AND TITLE OF PREPARER JENNIFER ROWE FISCAL ADMIN		20. TELEPHONE NUMBER 410-321-2007		21. DATE 11--8-11	

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY SUBSEQUENT INJURY FUND		2. DIVISION FISCAL		3. UNIT PAYROLL	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE PAYROLL PROCESSING FILES				5. EARLIEST YEAR / LATEST YEAR 2001 TO PRESENT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). EMPLOYEE ACCRUED LEAVE BALANCES CHECK REGISTERS AND PAYROLL REPORTS EMPLOYEE TIME SHEETS					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <div style="text-align: center;">3 Number</div>	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <div style="text-align: center;">.5 Number</div>	
11. FILE IS USED Daily <input checked="" type="checkbox"/> Weekly Monthly Annually		12. FILE BECOMES INACTIVE AFTER <div style="text-align: center;">1 Number</div> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) SIF OFFICE ROOM 208		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes No COMPUTER			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION 3 YEARS - AFTER COMPLETION OF AUDIT REQUIREMENTS			
19. NAME AND TITLE OF PREPARER JENNIFER ROWE FISCAL ADMIN		20. TELEPHONE NUMBER 410-321-2007		21. DATE 11-8-11	

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of	
1. DEPARTMENT/AGENCY SUBSEQUENT INJURY FUND		2. DIVISION FISCAL		3. UNIT	
DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORDS SERIES TITLE MISCELLANEOUS ACCOUNTING RECORDS				5. EARLIEST YEAR / LATEST YEAR 2008 TO PRESENT	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). BANK BOOKS, STATEMENTS AND DEPOSIT RECEIPTS CANCELLED CHECKS AND CHECK STUBS PERIODIC FINANCIAL REPORTS TO STATE AGENCIES					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tapc(s) Other (Specify) <u>2</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <u>.5</u> Number	
11. FILE IS USED Daily Weekly <input checked="" type="checkbox"/> Monthly Annually		12. FILE BECOMES INACTIVE AFTER <u>1</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) SIF OFFICE ROOM 208		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes No COMPUTER			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION 3 YEARS THRU AUDIT COMPLETION			
19. NAME AND TITLE OF PREPARER JENNIFER ROWE FISCAL ADMIN		20. TELEPHONE NUMBER 410-321-2007		21. DATE 11-08-11	

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

**DEPARTMENT OF GENERAL
SERVICES**
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of

1. DEPARTMENT/AGENCY
SUBSEQUENT INJURY FUND

2. DIVISION
FISCAL

3. UNIT
PROCUREMENT

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE

PROCUREMENT AND PURCHASING RECORDS AND AWARD CONTRACTS

5. EARLIEST YEAR / LATEST YEAR

VARIOUS TO PRESENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).

**REQUEST FOR PROPOSALS
AGENCY REQUISITIONS
PURCHASE ORDERS
CORPORATE PURCHASING CARD STATEMENTS AND LOGS
NOTICE OF AWARD OF CONTRACTS
PERTINENT CORRESPONDENCE**

7. RECORD SERIES FORMAT(S)

☒ Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

☒ Chronological

Geographical

Other (Specify)

9. VOLUME

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

1
Number

10. ANNUAL ACCUMULATION

☒ File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

.25
Number

11. FILE IS USED

Daily ☒ Weekly Monthly Annually

12. FILE BECOMES INACTIVE AFTER

1 Month(s) ☒ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

SIF OFFICE ROOM 208

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes No **COMPUTER**

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes ☒ No

16. AUDIT REQUIREMENTS

None ☒ State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

Yes ☒ No

18. RECOMMENDED RETENTION

THREE (3) YEARS THRU AUDIT COMPLETION

19. NAME AND TITLE OF PREPARER

JENNIFER ROWE FISCAL ADMIN

20. TELEPHONE NUMBER

410-321-2007

21. DATE

12-08-2011